

DDA 76-3858

2 August 1976

76-14374

MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Supergrade Ceremony

1. As you know, the Supergrade Promotion Ceremony has been scheduled for this Thursday, 5 August, at 10:00 a.m. in the Headquarters Auditorium.

2. Subject to your approvals, I would propose to have both of you conduct the ceremony in the following way:

a. Both of you will proceed to the stage at 10:00 a.m. with a few introductory remarks by the DDCI while the DCI is seated. Then the DDCI can read off the names of each individual promoted while the DCI presents the Personnel action to the individual and shakes his or her hand. The individuals' names will be in alphabetical order by grade. Although there are forty-four persons being promoted, there may be some who may not be present. In any event, you will both know in advance who will be there and who will not.

b. After the promotions have all been passed out, it would be most appropriate to have you, Mr. Bush, make a few remarks. In this regard, you may wish to bear in mind that the audience, in addition to those being promoted, will consist of mid-level managers and above and therefore it can be viewed as one of those few occasions you can address this type of group in these numbers.

3. For your information, the numbers of those being promoted are as follows:

Promoted to:	GS-18	-	7
	GS-17	-	17
	SPS-8	-	1
	GS-16	-	<u>19</u>
	Total		44

4. I am scheduled to meet with both of you at 8:30 a.m. on Thursday to go over these details and advise you of any last-minute changes.

STATINTL


Michael J. Malanick

Distribution:

Orig - DCI
1 - DDCI
1 - ER

Supergrade Promotions -- 5 August 1976 -- 10 a.m. -- Auditorium

1. Attached is a list of those employees who will be receiving their promotions on Thursday. Also attached is a list of the employees who are not available -- PCS overseas or on leave out of the area.
2. Row A of the Center Section will be reserved for the Deputy Directors and Associates.
3. Row B of the Center Section will be reserved for Heads of Independent Offices.
4. All Supergrades in the Headquarters area have been invited to attend the presentation as well as a limited number of "middle managers".
5. The employees being promoted will be seated in order - alphabetically by grade - and will proceed to the stage in that order.
6. Two usherettes have been designated to handle the microphones for the question-and-answer period.

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